

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. C-626

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Supersedes C-569		
Anne Arundel County AGENCY		Detention Center DIVISION
Item No.	Description	Retention
1.	<p>Inmate Records may include <u>Record Material</u></p> <p>intake sheets interview forms classification forms court commitment records amended commitment records housing transfer forms security segregation sheets counselor notes request slips written responses from staff disciplinary reports pretrial release intake information pre-classification dormitory placement forms classification intake forms reclassification forms psychological reports medical records letter written by staff or inmate property records detainers institutional job assignment records progress sheet</p> <p><u>Non Record Material</u> pre-sentence investigation report pre-parole reports police reports criminal history records work release routing slips schedules letters from employees release information</p>	<p>Upon inmate release microfilm record material.</p> <p>After verifying the microfilm, destroy all Record and Non Record material.</p> <p>Retain microfilm and essential records permanently.</p>
		Continued

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

9/30/88  
Date

*Richard J. Baker*  
Signature  
Superintendent  
Title

10/24/88  
Date  
*Edward J. ...*  
State Archivist

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AGENCY		DIVISION
Item No.	Description	Retention
	<u>Essential Records</u>	
	Microfilm record material Individual index cards containing summary of inmates records.	
2.	Daily roster - Alphabetical list of inmates in each housing unit.	Retain ninety (90) days and then microfilm. Destroy the hard copy and retain microfilm permanently.
3.	Receipt Book - Copies of receipts for deposits to inmate account.	Retain (5) years then destroy.
4.	Professional and visitors list date and of arrival and departure and name of inmate visited	Retain ninety (90) days and then microfilm. Destroy the hard copy and retain microfilm permanently.
5.	Post Activity Sheets - log of all activity occurring on each post during each officer's tour of duty.	Retain (5) years then destroy.
6.	Inmate Disciplinary Reports - summaries of all disciplinary decisions.	Retain (5) years then destroy.
7.	Commissary order forms - completed forms listing all items an inmate orders from commissary.	Retain for ninety (90) days, then destroy
8.	Admission/Release log - annual listing of admissions and releases.	Retain for (5) years then destroy.
9.	Daily Staff Roster.	Retain for one (1) year and then microfilm. Destroy the hard copy and retain microfilm permanently.
10.	Work Release Account Sheets - records the collection and distribution of money for inmates on Work Release employers, times releases, & time expected to return.	Retain for (5) years then destroy.

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Agency, or Division Representative

Schedule Authorized by

9/30/88 *Richard J. Behr* Superintendent  
Date Signature Title

10/24/88 *Edward J. ...*  
Date Signature State Archivist